

Library Assistant I

Nature of Work

This is responsible clerical work providing assistance with the daily operations of the public library system for Sevier County. Activities associated with the job include checking books and other materials in and out, re-shelving books, assisting with posting and sending overdue notices, assisting library patrons with registration requirements and processing library materials. Additional activities include assisting with the quarterly rotation of loaned materials, answering reference questions and assisting with story telling activities when necessary. Job responsibilities require some experience working for a public library, good organizational, interpersonal and decision making skills, ability to deal with detailed financial and program related records and good computer skills. Job performance is evaluated by the Library Director through review of the overall organization and operation of the Library, level of support for library operations, ability to accurately handle detailed information and ability to interact effectively with co-workers, volunteers and library patrons. Job activities are also subject to annual audits.

Illustrative Examples of Work

- Checks books and other materials in or out in accordance with existing policies and procedures.
- Re-shelves and insures the proper organization of books and other materials.
- Answers reference questions and assists patrons with locating requested books, reference materials, audio books, etc.
- Assists with registering library patrons and insuring that all information is up to date.
- Answers incoming calls and provides information to the caller and/or refers to the appropriate personnel.
- Puts out daily newspapers and other periodicals for library patrons.
- Assists with story time when necessary.
- Assists with the collection of fees for past due materials and books.
- Assists with maintaining an accurate inventory of all library books, audio books, cd's, equipment and supplies.
- Assists with issuing library cards to eligible patrons and insures that loaned materials are returned in a timely manner and/or appropriate notices are sent out regarding overdue books, audio tapes, etc.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school (Associates Degree preferred) supplemented with additional training in office management or related field; a minimum of one year experience working for a public library; good organizational, interpersonal and decision making skills; some experience performing basic accounting transactions

and general office administrative duties; or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Knowledge of the Library Board Policies and Procedures manual including all revisions, updates and amendments.
- Ability to make appropriate and timely decisions within existing policies and procedures.
- Ability to accurately perform basic bookkeeping transactions in a consistent manner.
- Ability to remain current on new developments in library operations and apply them effectively on the job.
- Ability to prioritize personal time and activities to insure the timely completion of all job responsibilities, meet established deadlines, etc.
- Ability to interact effectively with library patrons, local and regional officials, co-workers, community organizations and the public.
- Ability to teach basic computer skills to library patrons and deliver effective story telling sessions to children.
- Skill in the use of computer hardware components and related software applications.

Sevier County Government
FLSA – Non - Exempt
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